

UAB Search Firm Guidelines

Directed by Central HR Talent Acquisition

The goal of a successful search is to recruit the most qualified and diverse applicant pool to select the best candidate to become a member of the UAB community. These guidelines, provided by the Central HR Talent Acquisition team, are a resource for all departments considering the use of a search firm.

Organizing the Search

Search Committee and HR Process:

1. Identify the search committee members, including an affirmative action representative.
2. Define the responsibilities and schedule of the search committee.
3. Obtain approval to use a search firm from a senior financial or administrative contact.
4. Notify Talent Acquisition that a search firm will be used.
5. Talent Acquisition will coordinate with the search firm regarding recruitment processes, EEO compliance, and applicant tracking.
6. Ensure all positions are posted on the UAB job listings website for a minimum of 3 days before the search firm gets engaged.
7. Resumes from the UAB job listing will be forwarded to the search firm for tracking purposes.

HR Centralized Procedures:

- Talent Acquisition will maintain regular communication with the department and the search firm.
- All hiring steps, including the background check, offer letter, and compliance processes, will be handled in coordination with the Talent Acquisition team.

The Role of the Search Firm

A search firm should:

- Develop candidate pools and ensure diversity.
- Assist with candidate assessments and interviews.
- Maintain confidentiality throughout the recruitment process.
- Provide regular updates to the Talent Acquisition team and the hiring department.

Organizing the Search

Compile a List of Potential Firms:

- Engage with Talent Acquisition for a list of preferred search firms.
- Ensure the firm is familiar with UAB's specific requirements, including diversity goals and EEO compliance.

Evaluate the Firm's Expertise:

- Confirm that the search firm understands UAB's requirements and has experience conducting similar searches.
- Review the firm's approach to developing a candidate pool.

Confirm Terms and Fees:

- All contracts must be approved by Talent Acquisition to ensure compliance with UAB policies.

Interviewing the Candidates & Making a Selection

- Ensure consistent communication with the search firm.
- Establish clear roles and expectations for everyone involved in the recruitment process.
- Conduct interviews in accordance with UAB's diversity and affirmative action goals.
- Utilize HR-approved templates and documents for candidate evaluations.

Addendum: Responsibilities and Compliance

- Affirmative action representatives and the search firm must regularly review the process to ensure it aligns with UAB's diversity goals.
- All communications with search firms should involve Talent Acquisition to maintain consistency and compliance with legal requirements.

Note: All departments must follow these centralized guidelines to ensure compliance with UAB's hiring policies and to leverage the support and resources provided by the Central HR Talent Acquisition team. For more information, visit the [Search Firm Guidelines](#) webpage.